

COURSE OVERVIEW

Course Name:
Microsoft Word 2016:
Level 3

COURSE DURATION: 1 Day

Gauteng:

3rd Floor 34 Whitely Road
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Johannesburg
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Gauteng:

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Cape Town:

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COURSE OVERVIEW

Microsoft Word 2016 enables you to do far more than simple word processing. Word includes advanced image manipulation tools, collaboration features, cross-referencing and linking tools, entry forms and data collection, security features, and tools to automate document production.

COURSE OBJECTIVES

In this course, you will learn the advanced features of Microsoft Word 2016.

You will

- Use images in a document.
- Create custom graphic elements.
- Collaborate on documents.
- Add reference marks and notes.
- Secure a document.
- Create and manipulate forms.
- Create macros to automate tasks.

COURSE OUTLINE

Lesson 1: Manipulating Images

- Topic A: Integrate Pictures and Text
- Topic B: Adjust Image Appearance
- Topic C: Insert Other Media Elements

Lesson 2: Using Custom Graphic Elements

- Topic A: Create Text Boxes and Pull Quotes
- Topic B: Add WordArt and Other Text Effects
- Topic C: Draw Shapes
- Topic D: Create Complex Illustrations with SmartArt

Lesson 3: Collaborating on Documents

- Topic A: Prepare a Document for Collaboration
- Topic B: Mark Up a Document
- Topic C: Review Markups
- Topic D: Merge Changes from Other Documents

Lesson 4: Adding Document References and Links

- Topic A: Add Captions
- Topic B: Add Cross-References
- Topic C: Add Bookmarks
- Topic D: Add Hyperlinks
- Topic E: Insert Footnotes and Endnotes
- Topic F: Add Citations and a Bibliography

Lesson 5: Securing a Document

- Topic A: Suppress Information
- Topic B: Set Formatting and Editing Restrictions
- Topic C: Restrict Document Access
- Topic D: Add a Digital Signature to a Document

Lesson 6: Using Forms to Manage Content

- Topic A: Create Forms
- Topic B: Modify Forms

Lesson 7: Automating Repetitive Tasks with Macros

- Topic A: Automate Tasks by Using Macros
- Topic B: Create a Macro

Appendix A: Microsoft Office Word 2016 Exam 77-725

Appendix B: Microsoft Office Word 2016 Expert Exam 77-726

Appendix C: Microsoft Word 2016 Common Keyboard Shortcuts